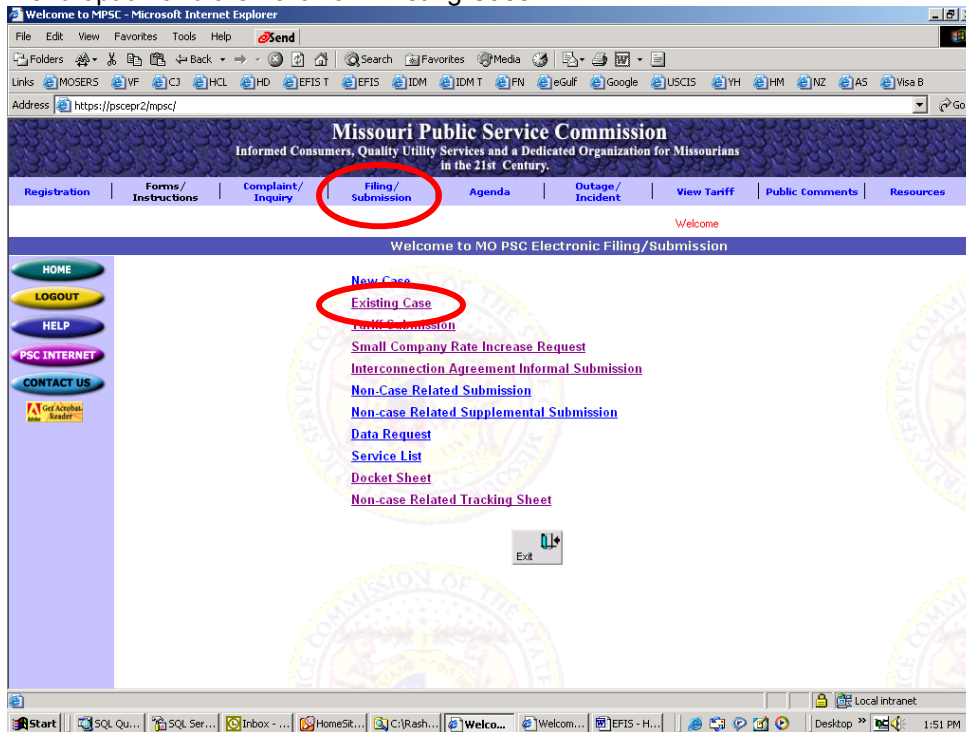


Missouri Public Service Commission

EFIS – How do I file a subsequent filing to an Existing Case?

In order to file a subsequent filing to an existing case, you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Filing/Submission menu option and then click on Existing Case link.



You will receive following Existing Case filing screen.

Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians

Registration | Forms/Instructions | Complaint/Inquiry | **Filing/Submission** | Agenda | Outage/Incident | View Tariff | Public Comments | Resources

HOME
LOGOUT
HELP
PSC INTERNET
CONTACT US

Step 1: Enter Case No. and then tab out.

Step 2: Select your Type of Filing.

Step 3: If you are filing a testimony then select Testimony Issue and Sub Issue.

Step 4: Select Company for which you are filing on Behalf of.

Step 5: If the filing is related to an existing Small Company Rate Case, Tariff or Complaint/Inquiry, etc. enter Tracking Number. You may enter multiple Tracking Numbers if applicable.

Required Fields

* Enter Case No. [ER-2007-0002]

Style of Case [In the Matter of Union Electric Company d/b/a AmerenU
Tariffs Increasing Rates for Electric Service Provided to C
Company's Missouri Service Area.]

* Type of Filing/Submission [Select]

* Testimony Issue [Select]

Testimony Sub Issue1 [Select]

* Testimony Sub Issue2 [Select]

* Filing on behalf of [Acceris Management and Acquisition LLC
Access Integrated Networks, Inc.-CLEOT
Accutel of Texas, Inc.-CLEC(Telephone)]

Related Informal Tracking No. [Complaint/Inquiry, Tariff]

Selected Tracking Nos. []

The drop down list will contain only those Companies for which you are designated as their Contact. If you do not see the company for which you wish to file on behalf of, please contact the Company and ask them to add you as a contact.

Missouri Public Service Commission

EFIS – How do I file a subsequent filing to an Existing Case?

Step 6: Type Title of Filing/Submission as it appears on the pleading.

Step 7: Enter Clear and Concise Statement of Relief Requested

Step 8: Enter Cite for Commission Authority; if not applicable, enter N/A

Step 9: Click "Yes" if this Filing to meet a scheduled deadline for today

Step 10: If this filing is a response to previous filing in this case then click on "Yes" button. Refer [Response to Previous Filing Section](#).

Step 11: Click on Continue Button

The screenshot shows the 'Existing Case Filing' form with fields for Title, Statement of Relief, Commission Authority, and deadline questions. The 'Yes' radio button for the deadline question is circled in red. Navigation buttons 'Continue' and 'Exit' are at the bottom.

You will receive following Attachment screen.

Note: You cannot use any special characters (%&^*#@) in filenames except an underscore or hyphen.

Step 1: Click on the Browse Button to select your document for attaching.

Step 2: Denote Security Level for your document.

Step 3: Click on Attach button.

Step 4: After all of your attachments are made, click on Done With Attach button.

DISCLAIMER: It is the sole responsibility of the person or entity submitting a "public" with Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure the "confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and attachments to such complaints are automatically considered highly confidential. Only the against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Security Level options: Public, Highly confidential, Proprietary.

The screenshot shows a table of attachments with checkboxes for selection and a 'Security Level' column. The 'Attach' and 'Done with Attach' buttons are highlighted.

Note: You may make multiple attachments by selecting a document, its security level and then clicking on Attach button.
It is the filer's responsibility to denote correct security level on every document.

Missouri Public Service Commission

EFIS – How do I file a subsequent filing to an Existing Case?

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links MOSERS VF CJ HCL HD EFIS T EFIS IDM T FN eGulf Google USCIS YH HM NZ AS Visa B

Address https://pscpr2/mpsc/

Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians in the 21st Century.

Registration Forms/Instructions Complaint/Inquiry Filing/Submission Agenda Outage/Incident View Tariff Public Comments Resources

Welcome

HOME (Allows only 250 characters)

Filing/Submission - Attachment(s)

or entity sub appropriate n
ef, non-viewa
idered highly
ached.

Delete	Attachments	Security Level
<input type="checkbox"/>	test document.pdf	Public
<input checked="" type="checkbox"/>	test document 1.pdf	Highly confidential
<input type="checkbox"/>	test document.pdf	Proprietary

Attach Done with Attach Delete Back

Done SQL Q... SQL S... Inbox... Home... P:\R... EFIS... Wel... New ... Desktop 9:13 AM

You will return to Existing Case Submission screen.

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links MOSERS VF CJ HCL HD EFIS T EFIS IDM T FN eGulf Google USCIS YH HM NZ AS Visa B

Address http://pscsc/mpsc/

Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians in the 21st Century.

Registration Forms/Instructions Complaint/Inquiry Filing/Submission Agenda Outage/Incident View Tariff Public Comments Resources

Welcome

HOME LOGOUT HELP PSC INTER CONTACT

Existing Case Filing

test
(Allows on
test
(Allows only 250 characters)
test

Indicate Cite for Commission Authority

Is this Filing/Submission to meet a scheduled deadline for today? Yes No

Is this a Response to Previous Filing in this case? Yes

Sl.No.	Attachment(s)	Security Level
1	test document.pdf	Public

Submit Attach Exit

Done SQL... SQL... Inb... Ho... P:\R... Wel... Ho... Ne... Desktop 3:06 PM

Step 11: Click on Submit button.
You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

On successful submission, you will receive a confirmation message (similar to following).
Your submission to ER-2007-0026 has been successfully submitted

Missouri Public Service Commission

EFIS – How do I file a subsequent filing to an Existing Case?

Response to Previous Filing

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://mpsc/mpsc/

Missouri Public Service Commission

Registration Forms/Instructions View Tariff Public Comments Resources

HOME LOGOUT HELP PSC INTERNET CONTACT US

Check the box for which this filing is in Response to. You may check up to three boxes.

<input type="checkbox"/>	1/4/2007 7:41:39 AM	234	Notice of Complaint	Union Electric Company-Investor(Electric)
<input type="checkbox"/>	1/4/2007 4:24:50 PM	235	Notice of Ex Parte Contact (NP & HC)	Commission-(All)
<input type="checkbox"/>	1/5/2007 3:24:37 PM	236	Order Setting Additional Local Public Hearing and Directing Additional Notice	Commission-(All)
<input type="checkbox"/>	1/5/2007 4:50:01 PM	237	Notice of Refiling of Direct Testimony of James A. Busch on Revenues (HC & NP Versions)	MO PSC Staff-(All)
<input type="checkbox"/>	1/8/2007 8:27:00 AM	238	Order Directing Submission of Paper Copies of Specific Pleadings	Commission-(All)
<input type="checkbox"/>	1/8/2007 11:59:07 AM	239	Notice of	Commission-(All)
<input type="checkbox"/>	1/8/2007 2:44:01 PM	240	Returned Certified Mail Receipt (James Lowery)	AmerenUE-Investor(Electric)
<input type="checkbox"/>	1/8/2007 2:45:02 PM	241	Returned Certified Mail Receipt (Thomas Byrne)	Union Electric Company-Investor(Electric)

Click on Continue Button to return to Existing Case screen

Continue